



## **Graduate School of Asia-Pacific Studies (GSAPS) Waseda University**

### **Guide to Entrance Procedures #2** **< for Entrants in April 2026 >**

This guide is to inform those who will enroll in April 2026 of the entrance procedures #2. Please read carefully and complete the required procedures by the designated date to secure admission to Waseda University.

**Entrance Procedure#2 Check List** \*Please refer to the corresponding page for detailed instructions.

Content	Applicable	Dates (JST)	Notes	Page
Register your Information for the Entrance Procedures on <UCARO>	All	By March 3, 2026, 11:59 PM	Your login ID and the password are on the 'Notification of necessary information for UCARO log-in' sheet.	<a href="#">2</a>
Waseda ID / Waseda Mail Address Setup Procedure for <MyWaseda>	All	Set up period: March 27- 29, 2026	Required for all students to access the University's portal site MyWaseda. *If you're currently enrolled at Waseda University, carefully read the notes on the relevant page before proceeding.	<a href="#">8</a>
Scholarship Registration	Optional	For Japanese student: March 4- 25, 2026 For International student: March 27 -April 24, 2026	-	<a href="#">10</a>
Submission of Identity Verification Document	New students with foreign nationality	By April 14 (Tue.), 2026	-	<a href="#">11</a>
Tuition and Fees Payment After Entrance/ Procedure for Bank Transfer Application	All	-	-	<a href="#">12</a>
Residence (Dormitory and Housing)	Optional	-	-	<a href="#">14</a>
FAQ about Student Life after Admission	All	-	-	<a href="#">14</a>

#### **Important**

**Waseda Mail address (~@~.waseda.jp) is required to access the Waseda University's portal site, MyWaseda. Without it, you will not be able to register courses on "MyWaseda" nor receive any e-mails related to the course registration. Please be sure to complete the setup procedure to create a Waseda Mail address during the designated period.**

**Entrance Registration Portal UCARO:** <https://www.ucaro.net/>



## 1. Registration of Information for the Entrance Procedures

[Entry deadline: March 3 (Tue.), 2026, 11:59 PM (JST)] \*All dates and times listed are Japan Standard Time (JST).

Entrance procedure information is to be registered on the portal site “UCARO” <https://www.ucaro.net/>.

By following the instructions below, get access to “UCARO” and register your required information by **March 3 (Tue.), 2026, 11:59 PM (JST)**.

### 1) How to login to your UCARO account

Use your login ID (the e-mail address that you registered at the time of admissions application) and the password on the ‘Notification of necessary information for UCARO log-in’ sheet to log in to the site. <https://www.ucaro.net/>

① Please click on the “ログイン (Login)” button.



② Please enter your login ID (e-mail address) and password for UCARO on the separate sheet of ‘Notification of necessary information for UCARO log-in’ and click on the “ログイン (Login)” button.

A screenshot of the UCARO login page. The title is 'ログイン・会員登録' (Login/Member Registration). There are two input fields: 'メールアドレス' (E-mail address) and 'パスワード' (Password). Below these fields is a 'ログイン' (Login) button. A red arrow points from the instruction text above to the 'ログイン' button. There are also links for 'ログインできない方はこちら' (Click here if you cannot log in) and '新規会員登録' (New Member Registration). At the bottom, there is a 'PAGE TOP' link.

### 2) Move onto the section of “Enrollment Procedures”.

① Once you have successfully logged in, the screen shown below will appear. Please click on the “受験一覧 JUKEN LIST (Application List)” button.



② Here appears your application number. Then, click on the “開く (Open)” button.



- ③ Confirm the application number and click on the “入学手続(Enrollment Procedures)” button here.

受験一覧

受験情報が表示されない場合は、こちら

全表示 合格のみ表示

早稲田大学

受験番号 XXXXX

出願番号 XXXXX

受験内容 入学  
大学院アジア太平洋研究科 修士課程 国際関係  
学専攻

ステータス 合格情報表示済み (※)

合格結果 合格

入学手続期間  
2025年7月1日(火)～2025年9月21日(日)

受験手続 合格手続 入学手続 退学手続

戻る

- ④ First, Click here to read “UCARO入学手続における利用規約に関する同意条項 (Terms of Service regarding the UCARO enrollment procedure system)”

受験一覧

入学手続

早稲田大学

手続の流れ  
Flow of Procedure

手続期間  
Period for Procedure

お知らせ  
Information

書類ダウンロード  
Download Documents

お問い合わせ  
Contact Us

UCARO入学手続入力期間(UCARO Registration Period)  
2025年3月1日(火)～2025年3月31日(月)

●入力完了するとアイコンがグレーから色付きに変化します。  
When the entry is complete, the icon changes from gray to colored.

UCARO入学手続における利用規約に関する同意条項に同意して手続きを進めてください/You must read and agree to the Terms of Service regarding the UCARO enrollment procedure system.

- ⑤ Confirm the Terms of Service.

UCARO

受験一覧

入学手続

早稲田大学

UCARO入学手続における利用規約に関する同意条項  
Ucaro Enrollment Procedure System Terms of Service Consent Clause

UCARO入学手続の利用規約  
Terms of Service Regarding the Ucaro Enrollment Procedure System

\*English version follows Japanese

【利用規約】  
UCARO入学手続システムを利用された場合は、この利用規約のすべての条項を承諾されたものとみなします。ご利用になる前に必ずこの利用規約をお読みいただき、十分にご理解いただいた上で当システムをご利用ください。

【目的】  
・この利用規約は、UCARO入学手続システム（以下「本サービス」といいます）を利用して、入学の手続をする者（以下「手続者」といいます）と学校法人早稲田大学（以下「本学」といいます）との間で結ぶ事項を定めています。

（入学手続者）  
・必ず、本学が定める入学手続の要領を1人で読む、手続者、入学手続者の同意を得る必要に留意。

上記に同意いただいた場合は、下の[同意条項に同意する]ボタンにチェックをつけて、  
[登録する]ボタンを押してください。  
If you agree with the above, please check the "Agree" button and click the "Save" button below.

☐ 同意条項に同意する/Agree

- ⑥ If you agree, select 「同意条項に同意する/Agree」. Then, click on 「登録する/Save」. \* If you do not agree to this, you will not be able to proceed to enter any information for the procedure.

定めています。

（申請）  
[Agreement on Jurisdiction]  
- If there is a need for litigation between the student and the University or a contractor, the Tokyo District Court shall be the court of first instance with exclusive jurisdiction.

（Other Matters）  
- Other matters not stipulated in these Terms of Service shall be handled in accordance with the Waseda University Guide to Entrance Procedures.

CONTACT:  
Waseda University Admissions Center  
Tel. 03-3203-4331  
Open: 9:00 AM - 5:00 PM (except for Saturdays, Sundays, and public holidays)

☒ 同意条項に同意する/Agree

☐ 同意条項に同意しない/Disagree

登録する/Save

戻る/Back

### 3) Registration of information for the entrance procedures.

#### (1) Registration overview

After you agree to the Terms of Service, you can enter the information.

When all information has been entered, you will be able to click on the "Submit all of the information above" button at the bottom of the front page.

By clicking on this submit button by the entry deadline, you can complete the registration procedures.

\* Any information cannot be entered after the deadline.

The check mark of each entry field shows your progress.

◆ To be done  (grey)

◆ Done  (The bar has turned green)

◆ To move from a page to another, you can click on the "戻る/Back" or the menu button (≡) at the top right.



#### (2) How to enter your information

①After agreeing to the Terms of Service, select 「誓約書・同意書<本人>/Written Oath & Consent Form <for Students>」.

②Review the information on Written Oath & Consent Form Regarding the Treatment of Personal Data <for Students>, then select 「誓約書に同意する/Agree」 and click on 「登録する/Save」.




\*For Ph.D. program students, the "Oath of Academic Integrity" is included.

③ Next, select 「誓約書・同意書＜保護者＞/Written Oath & Consent Form <for Guardians>」.

After your guardian has reviewed this, select 「保護者等に同意を得た/I have obtained my guardian's consent」 and click 「登録する/Save」.

After agreeing to these oaths, you can proceed to 「入学予定者本人/Student」.

\*Please refer to the 'Notes-How to enter information correctly' on p.7 of this Guide.

④ Select 「入学予定者本人/Student」 and click on 「入学予定者本人を編集する/Edit」 to display the information to be entered.

If you have any questions, check the [guidance](#) for each field before you enter the information.

After completing the information, click on 「登録する/Save」 at the bottom of the page to save the entered information. Select the next field in order and click on 「〇〇を編集する/Edit」 to proceed. Please complete all the fields below in the same manner.

- ・保護者等/Guardian
- ・学費負担者/Tuition payer
- ・本人名義口座/Student's Bank Account Information

⑤ Next, click here to proceed to 「写真アップロード /Upload a photo for your student ID card」.

\* In principle, please use the same photo that you used for the admission application.

(i). First, click here to read the instruction '[How to upload your photo](#)', then, click on "ID Photo Creation Service".

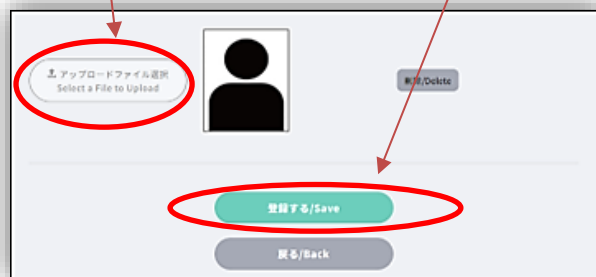


- (ii.) '証明写真作成サービス/ID Photo Creation Service' will open in a separate window of your browser for you to proceed with the photo processing. (If you need the detailed instruction in English, return to the instruction [here](#).) The entire face should be placed in the specified frame so that the top and bottom of the face do not protrude from the frame. Please save the created photo in your PC.

\* Before saving the photo, all boxes should be checked.



- (iii.) After saving your ID photo, return to ( i .)“Upload a Photo for Your Student ID Card”, click “Select a File to Upload” and upload your saved photo.
- (iv.) A preview of the uploaded photo will be displayed in the center of the screen. After confirming that you are completely visible in the photo, click on 「登録する/Save」. Even once you have saved, you can redo this process as many times as you like during the UCARO registration period.



### (3) Completion of your registration on <UCARO>

- ① After all information has been filled in and checked ☒, you will be able to click 「入力した全ての情報を大学に提出(Submmit all of the Information above)」 at the bottom of the page.

上記のすべてのページに入力し、左側のマークが「●」となっていることを確認してください。そのうえで、以下の「入力した全ての情報を大学に提出」ボタンを押してください。

このボタンを押すまでは入学手続情報の入力が完了しませんのでご注意ください。

※このボタンは、一度押すと非表示となります。なおボタンが非表示となった後でも、UCARO入学手続入力期間中であれば、上記のページの修正が可能です。

Make sure all the above pages are filled out and the mark on the left of each section has been changed from "○" to "●". After confirming, click the "Submit all of the information above" button below.

Note: The button will disappear once clicked. Even if the button is not visible, you can still make corrections on the above page during the UCARO Registration Period.

This button will be hidden once it is pressed. Even after the button has been hidden, the entered information can be modified during the entry period (by the deadline).

- ② Once you click on the button, the following pop-message will be displayed. Click on 「完了する/Complete」



By clicking on this button by the entry deadline, you can complete the registration of information for the entrance procedures on UCARO. This concludes the registration of information for your entrance procedures.

**Deadline:**  
**March 3 (Tue.), 2026, 11:59 PM (JST)**

\* Please note that any entries will not be accepted after the deadline.

<b>Notes</b>	<b>How to enter information correctly</b>
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### ■ "Student" section

On use of an Alias Name (Preferred Name): If you want to use an Alias Name (Preferred Name) as it appears on your certificate of residence in Japan, please contact the office of your graduate school as soon as possible. Please refer to the following URL for the format "Request for Use of Preferred Name" to be submitted to the office of your graduate school at the time. [https://wnpspt.waseda.jp/student\\_en/supportanywhere](https://wnpspt.waseda.jp/student_en/supportanywhere)

Certificate & Application Procedures > Application and Procedures for Changing Information > 01\_Application and Procedures for Changing Information > Name change and use of Preferred Name

### ■ "Guardian" section

"Guardian" refers to the person providing guidance and support to the student in cooperation with the school for the student to smoothly perform academic and research activities. A homemaker or unemployed person is also acceptable. Foreign nationals and those living abroad are also acceptable (though Japanese residents are preferable). Please be aware that the student's graduate school may send score reports and other information to "Guardian."

### ■ "Tuition Payer" section

Under "Tuition Payer," please enter the information of the person who will bear the tuition expenses after enrollment. Please note the following points when setting up the "Tuition Payer."

- The Tuition Payer must be a resident of Japan (The "Transfer Notification Letter" sent by post to the Tuition Payer approximately 10 days before the date of transfer cannot be sent to addresses outside of Japan).
- If the person who is paying the tuition fees is an overseas resident, please select "Student".
- The Tuition Payer need not be the same person as the Account Holder of the Bank Account for Tuition Payment (procedure after enrollment) or the Guardian, etc.

### **For MEXT scholarship students and UNHCR RHEP program students**

Please select "Student" for "Tuition payer".

### ■ "Student's Bank Account Information" section

The account registered in the student's name will be used as the bank account to which Waseda University will transfer any money that needs to be transferred to the student (e.g., scholarships and payments for part-time work at the University). Please ensure that you register the student's bank account with the University. If the name on the bank account differs from the student's name, the University will not be able to make the transfer.

If there is no account in the student's name, please select " No bank account in Japan yet." Please make sure to register your account through Waseda University's dedicated portal site "My Waseda" as soon as possible after enrollment.

- \* All new Waseda University students are required to register two accounts: "Student's Bank Account" and "Bank Account for Tuition Payment." The registration of the bank account with the student's name here is different from the procedure for the payment of tuition and fees (direct debit) after enrollment. The procedures for direct debit for payment of tuition and fees (registration of your bank account for automatic debit transfer of tuition and other fees) will be conducted after enrollment. For details, please refer to page 12. It is possible to register the same account as the "Student's Bank Account" and the "Bank Account for Tuition Payment," but even in this case, you must carry out the procedures for the direct debit of payment of tuition fees (registration of the bank account for automatic debit transfer of tuition and other fees) after enrollment.

## 2. Waseda ID / Waseda Mail Address Setup Procedure [March 27 (Fri.)-March 29 (Sun.), 2026]

After you complete/submit required information on the portal site UCARO, the “Waseda ID 利用者控え/User Copy” will be displayed on UCARO from March 27 (Fri.), 2026 (JST). Please download/print the copy and set up a “Waseda Mail address” for accessing the Waseda University portal site MyWaseda using the “Waseda ID”, and “Initial password” listed on it. \*Make sure to keep “Waseda ID 利用者控え/User Copy” safe ,which is an important information to log in to MyWaseda and to register courses, etc.

### ■ Period: March 27 (Fri.), 2026 – March 29 (Sun.), 2026 (JST)

### ■ Initial Setup Procedure (Starting to Use MyWaseda):

[https://support.waseda.jp/it/s/mywaseda/initial-s?language=en\\_US](https://support.waseda.jp/it/s/mywaseda/initial-s?language=en_US)

#### Important Notes 1

**Waseda Mail address (~@~.waseda.jp) is required to access the Waseda University's portal site, MyWaseda. Without it, you will not be able to register courses on “MyWaseda” nor receive any e-mails related to the course registration. Please be sure to complete the setup procedure to create a Waseda Mail address during the designated period.**

#### Important Notes 2

**For those who already have a Waseda Mail address:**

Students who already have a Waseda Mail address and are advancing further at Waseda University can keep using their current Waseda Mail address by completing the "Mail address Reinstatement".

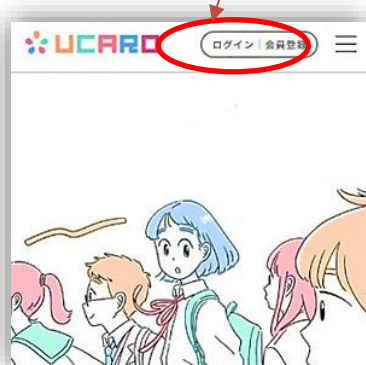
Link: [Waseda Mail address Reinstatement - Waseda IT Service Portal](#)

Please note that you may be unable to use some services and systems (i.e., grade check, certificate issuing service, etc.) if you complete this procedure. For details, please click [here](#).(only in Japanese)

For current regular students who have Waseda Mail address	For current non-regular students who have Waseda Mail address
After you complete the reinstatement procedure for your current Waseda Mail address, you will be unable to use some services of the system (i.e., grade check, certificate issuing service, etc.) for a while and your certificates can only be issued at your affiliated office temporarily. Please be careful about the timing of reinstatement procedure, considering that the certificate of graduation/completion will be available from March 15.	After you complete the reinstatement procedure for your current Waseda Mail address, you will be unable to use services of the system (i.e., grade check, certificate issuing service, etc.) and your certificates can only be issued at your affiliated office temporarily. Please obtain the required certificates as a current student before applying for this reinstatement procedure.

### How to check your "Waseda ID" and "Initial Password"

- ① Please click on the “ログイン (Login)” button on the UCARO top page.

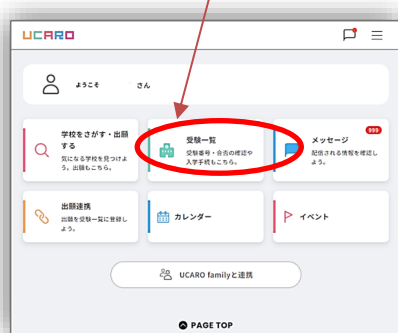


- ② Please enter your login ID (e-mail address) and password and click on the “ログイン (Login)” button.

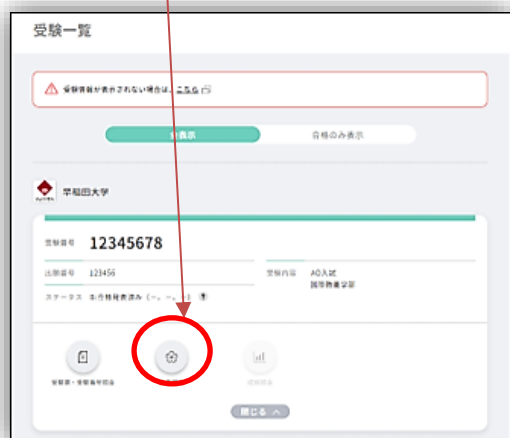




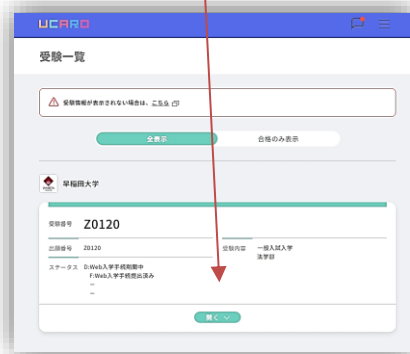
- ③ Please click on the “受験一覧 JUKEN LIST (Application List)” button.



- ⑤ Select 「合否照会」 (= Confirmation of Successful Applicant's Information).



- ④ Click on the “開く (Open)” button.



- ⑥ The following screen will appear.



- ⑦ Please scroll down on this screen and you will find the buttons below. Click on the “Waseda ID利用者控を印刷する (=Print the Waseda ID User Copy)” button.



- ⑧ Download/save and print “Waseda ID利用者控/User copy”.

早稲田大学 / Waseda University

Waseda ID 利用者控 / User Copy

**＜重要＞この画面は有償登録やメールアドレスの取得に必要です。必ずご自身で大切に保管してください。**  
Please be sure to keep this User Copy. You will need this copy for your course registration and Waseda Mail address registration.

Waseda IDとは、メール、MyWasedaなどの大学生活における必要なサービスを利用する際に必要なIDです。  
【参考】早稲田大学が提供する各種サービスについて <http://www.waseda.jp/navi/services/index.html>

政治経済学部/School of Political Science and Economics  
 受験番号 / Examinees#: 999999  
 ワセダ タロウ 様

◆あなたのWaseda IDおよびパスワード / Your Waseda ID and initial password.

Waseda ID	S222471008
初期パスワード / Initial Password	6z4jBCqm
ログイン可能日時 / ID registration Start Date	2024/3/27 10:00

Waseda ID、パスワードは、すべて半角英数字です。大文字、小文字および記号を含む文字にしてください。  
 ※例) 記号: ! (イ), 小文字: l (エル), 大文字: I (アイ), 数字: 0 (ゼロ), 小文字: o (オー), 大文字: O (オー)  
 ※All words are one-byte characters. You are not able to use double-byte characters.  
 The number "l" (one), upper-case "I" (eye), and lower-case "o" (oh). The number "0" (zero), upper-case "O" (oh), lower-case "o" (oh)

入学手続きが完了した方は、「ログイン可能日時」以降に以下の初期設定手順にしたがって、必ず「Wasedaメールアドレス (～@waseda.jp)」を取得し、パスワードを変更してください。  
※英語版: English version follows Japanese

※科目登録 (申請) までに必ず行ってください。  
 ※科目登録方法: 科目は、学部・大学院から配布する科目登録関係書類や入学時の説明会 (1F103-104・105) で確認してください。  
 ※現地にWaseda IDやWaseda-net IDをお持ちの方は、この利用関係のWaseda ID、パスワードを利用して、次の手順に従ってID継続手続きを行ってください。

◆初年度入学準備

1. MyWaseda ログインページ (<https://my.waseda.jp>) を開く
2. 「初期Wasedaメールアドレス (上記のWaseda ID + @initial.waseda.jp)」と「初期パスワード」でログイン
3. Wasedaメールアドレス (～@waseda.jp) 取得
4. パスワードを変更
5. 【参考】新入生のMyWaseda利用 <http://www.waseda.jp/navi/mywaseda/entrance.html>

◆注意事項

- ※利用する端末が暗証環境を満たしているか必ず確認してください。
- 【参考】各種システムの暗証環境 [http://www.waseda.jp/navi/services/system/sys\\_requirements.html](http://www.waseda.jp/navi/services/system/sys_requirements.html)

◆「新入生受検受検センター」 (オンデマンドセンター) について

申請書提出・入学手続き完了後は、レポートの作成方法や入学後の生活に関するPC・インターネット・メール等の情報環境を正しく利用いただくために、新入生受検受検センターの受講およびサポートの情報が必須となります。受講期間・受講方法については、入学後にご連絡いたします。

※期間内に受講・合格しなければ、Waseda IDおよびWasedaメールアドレスの利用が停止され、MyWasedaなどの各種サービスが利用できなくなることがあります。

※各学院および各学部・各学科に入学する場合は受講料が異なります。

After completing your enrollment formalization, please obtain your "Waseda Mail address" @waseda.jp and "Waseda ID" according to the procedure below.

※Please finish obtaining the Waseda Mail address before your course registration.  
 ※For detailed information about the course registration, please refer to the course registration documents by the faculty.  
 Also, you will have guidance for the course registration at the first year orientation.  
 ※Even if you already have your Waseda ID, please follow the steps below to complete the Waseda ID Continuation Procedure with the Waseda ID and initial password written on this

### 3. Scholarship Registration

#### ● For Japanese Students\*

[Scholarship Registration Period for Graduate School of Asia-Pacific Studies (for Japanese students)]:

**March 4 (Wed.), 2026 – March 25 (Wed.), 2026 (JST)**

Necessary Procedures: 1. The online application through the dedicated website

2. Document Submission by postal mail

Document Submission: By postal mail only (by March 25 (Wed.), 2026 (JST) Postmark Valid)

Where to submit: Scholarship Division of Waseda University

(1-24-1, Toyama, Shinjuku-ku, Tokyo 162-8644 Japan)

Scholarship registrations will be accepted at the Scholarship Division of Waseda University. Please note that **GSAPS Office does not accept registrations. If you have any questions, please contact the Scholarship Division directly.**

Scholarship Website: <https://www.waseda.jp/inst/scholarship/en/application/>

\* This scholarship registration is for Japanese Nationals or those whose status of residence is "Permanent Resident", "Special Permanent Resident", "Long-Term Resident" or "Spouse or Child of Japanese National (Permanent Resident, Special Permanent Resident)", and foreign nationals are not eligible. Please see the next page "For International Students" for the information on scholarship registration for international students.

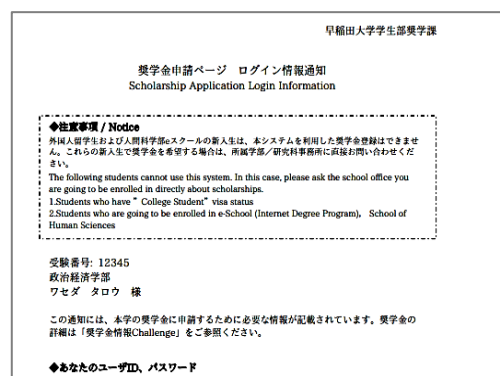
#### 1) Scholarship application page login information

Students who want to receive a scholarship must register for a scholarship **before enrollment**. To register for scholarships, you must submit **1. The online application through the dedicated website** and **2. The required document submission by postal mail, by the deadline (by March 25(Wed.), 2026 (JST). As for "2.", Postmark Valid)**. The information required to log in to the dedicated portal can be downloaded and printed out from the UCARO '合否照会画面 Confirmation of Successful Applicants' Information screen by following the steps, as given below.

- ① Just as the procedure for obtaining your Waseda ID User Copy, go to the 「合否照会」 (= Confirmation of Successful Applicant's Information) section and click on "Scholarship Application Login Informationを印刷する"



- ② Download and save the Scholarship Application Login Information (PDF) in your PC and keep it safe.



#### 2) Details on receiving scholarships at Waseda University

Post-enrollment scholarships include Waseda University's internal scholarship, the Japan Student Services Organization Scholarship Loans (With and Without Interest), and other scholarships from non-governmental organizations and local governments. If you want to apply for a scholarship, please refer to the 「**2026年度版 奨学金情報 Challenge (Scholarship Guidebook (Japanese version only))**」 (only available to Japanese Nationals or those whose status of residence is "Permanent Resident," "Special Permanent Resident," "Long-term Resident," or "Spouse or Child of Japanese National (Permanent Resident, Special Permanent Resident).") and apply within the specified period.

#### ■ Scholarship Information 'Challenge 2026 (electronic version)'

(Scholarship Guidebook [Japanese version only]):

<https://www.waseda.jp/inst/scholarship/applying-loans/download/>



#### Important Notes

- \* As mentioned above, the deadline for scholarship registration (online application + mailing of required documents) is by March 25 (Wed.), 2026 (JST) (Postmark Valid for mailing of required documents). Documents must be sent by mail only and will be accepted at the Scholarship Division. Please note that the GSAPS Office will not accept them. (Please note that in some cases we may ask you to submit additional documents.)
- \* Please be sure to check your e-mail from the university carefully for the details of the application for the Japan Student Service Organization (JASSO) Scholarship (loan type), which will be announced to you later from the Scholarship Division. (Information will be provided on the website of the Scholarship Division **around late March**).  
If you wish to apply for the JASSO scholarship, please check the information carefully before applying.  
(\*If you wish to apply only for the JASSO scholarship, you are still required to register for the scholarship. Please check the Scholarship Information Challenge carefully, complete online application through the dedicated website, and submit the necessary documents during the scholarship registration period above and apply for the JASSO scholarship after confirming the information to be provided later.)

#### ● For International Students\*

**[Graduate School of Asia-Pacific Studies Scholarship Registration Period (for International Students)]:  
March 27 (Fri.), 2026, 9:00 AM (JST)– April 24 (Fri.), 2026, 4:00 PM (JST)**

Scholarship registration for international students is different from that for Japanese students.


'MyWaseda application form' will be available from 9:00 AM on March 27 (Fri.) [JST] to 4:00 PM on April 24 (Fri.) [JST]. Please check your Waseda e-mail frequently for details and register for scholarship on time.  
(Details will be announced separately by GSAPS Office)

GSAPS office will not accept registration after the registration period above. Please complete your registration during the registration period for international students. Also, if the GSAPS office receives new scholarship offers during the registration period (excluding open external scholarships, which the students directly apply to each organization/ scholarship section of Waseda University), the office will nominate the candidate(s) among students who have completed their registration at that time. So please complete your registration as soon as possible.

\*If you are already a recipient of any other scholarship which prohibits you from receiving other scholarships, you cannot register in principle.

#### 4. Submission of Identity Verification Document [Submission deadline: April 14 (Tue.), 2026 (JST)]

International students (non-Japanese) are required to submit the following identification document. This is not applicable to Japanese students.

Who needs to submit	Required document	How to submit
Non-Japanese only	Copy of residence card (Both sides)	After successfully creating a Waseda Mail address (March 27- March 29, 2026), please submit a copy of your residence card (front side and back side with the address in Japan) online via the link or QR code below. [Deadline: April 14 (Tue.), 2026 (JST)]  *If your entry into Japan is delayed and you are unable to obtain a residence card by the submission deadline, please be sure to submit it within 14 days after your place of residence in Japan is confirmed.  Residency Check Form: <a href="https://forms.office.com/r/AtTdE1nn22">https://forms.office.com/r/AtTdE1nn22</a> 

## 5. Tuition and Fees Payment After Entrance/Procedure for Bank Transfer Application

### 1) Payment of tuition and other expenses of/after the spring (second) semester of the first year

- At Waseda University, students are required to pay the prescribed tuition and fees for each spring and fall semester.
- Payment of tuition and fees for the fall (first) semester of the first year was completed by transferring them for entrance procedures #1.
- For the spring (second) semester of the first year and thereafter, you will be required to pay by direct debit (automatic withdrawal) from the account designated as per the "Procedure for Registration of Bank Account for Tuition Payment" to be specified after admission. For the schedule, please refer to the "**Direct Debit Schedule**" below.
- Even if you are **a graduate of Waseda University** and wish to continue to use the same bank account for automatic debit transfer, **you need to complete these procedures again.**

#### "Direct Debit Schedule" (for April entrance)

<u>Year</u>	<u>Scheduled Date</u>	<u>Details</u>
First Year	Late September	Sending of fall Semester "Notice for Account Transfer of Tuition and Other Fees"
	October 5 <sup>th</sup>	Fall Semester Direct Debit
Second Year onwards	Late April	Sending of spring Semester "Notice for Account Transfer of Tuition and Other Fees"
	May 5 <sup>th</sup>	Spring Semester Direct Debit
	Late September	Sending of fall Semester "Notice for Account Transfer of Tuition and Other Fees"
	October 5 <sup>th</sup>	Fall Semester Direct Debit

**\* If any of the above dates is a bank holiday, the transfer will be carried out on the next business day.**

### 2) Procedure for bank transfer application

After enrollment, please follow the instructions on the next page to complete the "Waseda University Tuition Payment Account Web Registration".

**[Waseda University Payment of Tuition and Other Fees]** (Japanese only)

<https://www.waseda.jp/top/about/work/organizations/financial-affairs/tuitionandfees>



- \* Students advancing to a higher-level course at Waseda University and wish to continue using the same account need to follow the same procedures.

### 3) Tuition and fees after enrollment

Please refer to the following website for information on tuition and fees after enrollment.

For the first year, tuition and fees for the fall (second) semester will be deducted from the account at the registered financial institution on 5<sup>th</sup> of October, 2026.

**[2026 Admission Fees, Tuition, Other Fees]**

[https://www.waseda.jp/inst/admission/en/graduate/english/#anc\\_11](https://www.waseda.jp/inst/admission/en/graduate/english/#anc_11)

### 4) Other

The "Notice for Account Transfer of Tuition and Other Fees" will include the date of transfer, account information, and amount. The notice will be sent to the **Tuition Payer** registered in the UCARO system in late September 2026; thus, please notify the GSAPS Office in case you wish to change your Tuition Payer or the mailing address of the notice. In case your parent or your guardian is an overseas resident, and you have been registered as the "**Tuition Payer**", and you have selected "**Undecided**" in the "**Post-admission Address in Japan**" column in the "**Student**" section, please make sure to update your address in Japan on the Waseda University's portal site "**MyWaseda**" after enrollment.



# For new students, guardians, and tuition payers Paying Tuition and Fees

Congratulations on enrolling or advancing at Waseda University!  
Students are required to pay their tuition and fees by **automatic debit transfer**.

"Tuition and fees" is a collective term for "tuition," which covers tuition and seminar fees as well as "miscellaneous fees," which covers faculty fees and membership fees of the Student Health Promotion Mutual Aid Association, etc.

## Registering a tuition payment account

【The procedure required for all new students】

1

### Notification of commencement of procedure

When the registration procedure becomes available, we will notify students at their **Waseda email addresses**.

\*For students of Waseda University Senior High School, Waseda University Honjo Senior High School, and Waseda University Junior High School, we will send a notification to their guardians.

2

### Register your bank account information via the internet

You can complete your account registration using your PC, smartphone, or tablet that has Internet access. (There is no need to visit a financial institution.)

If you are a native speaker of a language other than Japanese and find it difficult to complete the procedure in Japanese, visit the Waseda Portal Office (WPO) to complete the procedure.

3

### Payment by automatic debit transfer

Automatic debit transfer for paying tuition and fees is available from the next **Fall Semester**



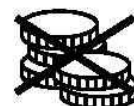
Students advancing to a higher-level course at Waseda University and wish to continue using the same account need to follow the same procedure.



You can specify an account at almost any financial institution in Japan. The account can be in the name of the student, their guardian, or anyone else.



The account holder must complete the registration procedure. At that time, the Student ID number, cash card PIN number, etc. must be entered. \*The information required varies depending on the financial institution.



No registration fees or withdrawal fees will be charged. (Waseda University will bear the fees.)

## Account registration period

【for students who enroll or advance their studies at Waseda University in April 2026 will start on】

**April 3, 2026 (Fri.) 3:00pm**

**May 13, 2026 (Wed.) 11:59pm**

Procedures regarding the payment of tuition and fees is here.

## website

【 Detailed information, Frequently Asked Questions and Answers, Inquiry】

Waseda University Website (Japanese Version) top page

> Left Side Menu > About Waseda > Waseda Overview > 組織 Organization

> 財務部 Accounting Section > 学費等の納入について Payment of Tuition and Fees

<https://www.waseda.jp/top/about/work/organizations/financial-affairs/tuitionandfees>





## 6. Residence (Dormitory and Housing)

Regarding the residence (Dormitory and Housing), refer to the websites from the links below and prepare for it yourself. Please inquire of them directly if you have any questions concerning dormitory and housing.

### ◆ Dormitory Desk, Student Affairs Section

#### Waseda University:

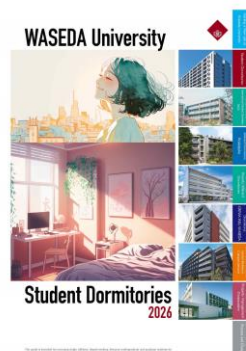
Top page: <https://www.waseda.jp/inst/rlc/en/>

For Incoming Graduate Students (International Students):

[https://www.waseda.jp/inst/rlc/en/student\\_dormitory/graduate/](https://www.waseda.jp/inst/rlc/en/student_dormitory/graduate/)

### ◆ Student Housing Center, Waseda University:

<https://waseda-housing.com/international/>



*Student Dormitories Digital Brochure  
2026*

*Student Housing Center Flyer*

## 7. Frequently Asked Questions about Student Life after Admission

Please check below for frequently asked questions about student life after admission.

If you have any questions, please carefully read the GSAPS website "Admissions" tab > "For Successful Applicants" page.

### 1. I would like to know about the GSAPS annual schedule.

Please check the GSAPS website "Academics" tab > "Academic Calendar-Study Guide" page.

Academic Calendar · Study Guide – Graduate School of Asia-Pacific Studies, Waseda University

### 2. I would like to know how to register for courses and the schedule.

Please check the GSAPS website "Academics" tab > "Course List and Course Registration" page.

Course List and Course Registration – Graduate School of Asia-Pacific Studies, Waseda University

### 3. I would like to know more about the facilities in Building 19, where the GSAPS is located.

Please check the GSAPS website "Academics" tab > "Facilities" page.

Facilities – Graduate School of Asia-Pacific Studies, Waseda University

### 4. I would like to know more about research supports.

Please check the GSAPS website "Academics" tab > "Tuition · Scholarship · Research Supports" page.

[https://www.waseda.jp/fire/gsaps/en/admissions/tuition#anc\\_32](https://www.waseda.jp/fire/gsaps/en/admissions/tuition#anc_32)

The GSAPS office will send you important information about the new semester, classes, and course registration, etc. via e-mail. Please check your e-mail regularly to ensure that there are no delays in the procedures.

### <Contact>

**GSAPS Admissions Office, Waseda University**  
Nishi-Waseda Bldg. 7F, 1-21-1 Nishi-Waseda Shinjuku-ku, Tokyo  
169-0051, Japan

Tel: +81 (0)3 5286-3877

E-mail: [gsaps-admission@list.waseda.jp](mailto:gsaps-admission@list.waseda.jp)

